



Regular Board Meeting

November 16, 2021 @ 4:30 PM: Duchesne Branch Library

Conducting: Chair Lori Ann Potter

Welcome / Roll call: The meeting began at 4:35 p.m. Board members present were: Lori Ann Potter, Deb Evans, Jessica Shaw, Greg Todd, Daniel Mauchley, Jenny Adams, and Amy Snow. Dixie Swasey will be joining remotely.

October 2021 minutes approval: There was a motion made by Amy Snow to amend the minutes by adding the word “plus” after the highest amount of \$25,000 listed as a possible donation. Jessica Shaw seconded the motion. The minutes were unanimously approved as amended.

Dixie Swasey joined the meeting remotely at 4:38 p.m.

Approval of 2022 Library Board Meeting Schedule: Jessica Shaw made a motion to approve the meeting schedule. The motion was seconded by Deborah Evans and passed unanimously. The Board will generally meet the third Tuesday of every month except August and December which will have no meetings, and in May the Board will meet on the fourth Tuesday to accommodate those who want to attend the ULA Conference.

Approval of 2022 Library Holidays and Closures: Jenny Adams made a motion to approve the Library Holidays and Closures schedule as presented. The motion was seconded by Amy Snow and passed unanimously.

Approval of Circulation Policy: Inactive Accounts with no fees purged after 3 years: It was proposed last month that we add the following sentence to our policy: “Library cards that have not been renewed in over 3 years are considered inactive and may be deleted if there are no lost item fees attached.” Jessica Shaw made a motion that we add the sentence to our policy. The motion was seconded by Greg Todd and was unanimously approved.

Discussion of donations for Roosevelt Library shelving, tech, furniture, furnishings, and equipment: Daniel suggested that we shouldn’t ask for donations for items that may be covered by the CIB funds. At this time the bid of the building is less than the CIB funding package, though that gap will likely close as construction change orders continue to be

submitted. A motion was we made by Greg Todd to allow Daniel to open the planned donation program on the condition of finding that CIB money will not cover the above-mentioned items. The motion was seconded by Deb Evans. The motion passed unanimously.

Board training: Evaluating the library director: Board members read and discussed pages from the ALA handbook about evaluating the library director.

Update on 2021-2023 Strategic Plan progress: Daniel presented an updated progress table that showed items that have been completed, are in progress, or have not yet begun.

CLOSED SESSION: Annual evaluation of library director: A motion to move to a closed session for a discussion of character or competence was made by Deb Evans and seconded by Jenny Adams. All approved this action. The open session ended at 5:06 p.m. Notary Connie Sweat notarized the sworn statement.

Open session resumed at 5:53 p.m.

Discussion of October statistics / September Budget report / Consent agenda: *hoopla* ematerials usage continues to grow organically. Daniel has also directed Deborah Haslem at Roosevelt Branch to no longer purchase items in *OverDrive/Libby* that cost over \$80 since the circulation is not high enough to justify the expense. There are three purchasing models for eMaterials: 1) Cost per circulation (a charge is made each time and item circulates); 2) One copy/one user (which is just like a physical book or disc that you purchase one time); 3) Metered Access (either based on 32 checkouts or 1 year of circulations and then the item would have to be purchased again). MA is the most common purchase model offered. Our library system only purchases items if the Beehive Library Consortium (state-provided materials) is not offering but our patrons are requesting it, or our patrons are in a holds wait line that is over 10:1.

Jessica Shaw departed at 6:00 p.m.

Greg Todd motioned to adjourn the meeting. Deborah Evans seconded the motion. Meeting adjourned at 6:09.

Next meeting – Tues, January 18, 2022 4:30 PM @ Crossroads Sr. Ctr.

THESE MINUTES ARE PENDING AND WILL BE APPROVED AT THE NEXT REGULAR MEETING.